Revised 6-2-99 replaces 5-26-99 version.

Process	*Update Voucher Control Groups*
Process Number	*AP – 070*

Description of Process

Voucher Control Groups are groups of vouchers that are processed together for specific control or verification. Control Groups are often processed together for a variety of purposes such as control over vouchers to ensure they are balanced before being posted, paid and filed or to divide a large number of vouchers among data entry personnel while retaining centralized control over voucher processing. Voucher Control Groups are also used to take advantage of separate processing rules for vouchers from different vendors or for different business units. Voucher Control Groups are defined by Business Unit.

Input to Process

Paper voucher information

Output of Process

Voucher Control Group is updated

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	
Use	Go – Administer Procurement – Enter Voucher Information – **Use- Group Information – Update/Display**

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Enter Group Status Identifiers Enter the Business Unit and the Group Id number to update the Control Group.	Agency
Step 2: Update the Control Group Update the Control Group by pressing F2 to select the appropriate panel that needs to be changed.	Agency
Step 3: Save the Updated Control Group Click on the diskette icon on the toolbar. The updated Control Group is saved and changes are effective immediately.	Agency

Forms Used with Process

N/A

Process Flow Diagram if appropriate):

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	Client Project Lead			
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